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REGULATION

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PERSONNEL  
1 March 1954

## CIVIL SERVICE RETIREMENT

### SPECIAL PROCESSING AS REQUIRED BY SECURITY CONSIDERATIONS

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#### 1. GENERAL

This Regulation supplements Regulation [ ] by providing procedures for special processing, as required by security considerations, of the following applications in connection with civil-service retirement.

#### 2. APPLICATION FOR RETIREMENT OR REFUNDS

- a. If special security measures are considered necessary in processing an application for retirement or a refund, the Assistant Directors and the Chiefs of Administrative Offices in the Offices of the Deputy Director (Intelligence) and the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions in the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, as concerned, should discuss the circumstances with the Office of Personnel.
- b. The Office of Personnel will normally forward refund applications made by unvouchered employees to the Finance Division, Office of the Comptroller, for final processing and transmittal through the Fiscal Division, Office of the Comptroller, to the U.S. Civil Service Commission. Applications for retirement by unvouchered employees will normally be transmitted by the Office of Personnel directly to the Commission after obtaining the necessary fiscal records maintained by the Finance Division, Office of the Comptroller.

#### 3. APPLICATION FOR MAKING DEPOSITS OR REDEPOSITS

##### a. SPECIAL PROCESSING

When security considerations require, applications for making deposits or redeposits will be processed through a cleared channel in the U.S. Civil Service Commission. Generally, this procedure will not be used if the employee's association with the Agency can be acknowledged.

##### b. PROCEDURE FOR PROCESSING APPLICATIONS

- (1) The Assistant Directors and the Chiefs of Administrative Offices in the Offices of the Deputy Director (Intelligence) and the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions in the Office of the Deputy Director (Plans), the Director of Training, or the Assistant Director for Communications, as concerned, may prepare a memorandum to the Assistant Director for Personnel requesting that a deposit or redeposit be made in the manner herein described for security reasons.

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- (2) The employee will complete the following items on the face of Standard Form 2803, Application for Service Credit (Standard Form 103 may be used until the present supply is exhausted):
    - (a) Item 1 in his true name;
    - (b) Item 2, if applicable, without use of any Agency pseudonyms;
    - (c) Item 3 as designated;
    - (d) Item 5 for any employment other than in the CIA (service in predecessor organization may be included); and
    - (e) Item 7 by specifying lump sum.
  - (3) The employee will leave blank items 4(A), 4(C), and 6(A) and will sign the lower right-hand side of the form. He will disregard the notice in the lower left-hand side of the form.
  - (4) The memorandum of request and the form will be forwarded to the Office of Personnel for processing.
  - (5) The Office of Personnel will ascertain the additional information required by the form. The sterilized application will be hand-delivered to cleared personnel in the Civil Service Commission and the information needed for computation of the amount due furnished verbally. Upon receipt of information from the Commission concerning the amount due, the Office of Personnel will advise the employee concerned through appropriate administrative channels and will instruct him to make payment in lump sum, by check or money order. For security and administrative reasons payment must be made in a lump sum rather than on an installment basis.
  - (6) The remittance will be forwarded to the Office of Personnel for hand-delivery to the Commission. A receipt will be obtained and transmitted to the employee.
- c. TIME PERIOD FOR PAYMENT OF LUMP-SUM DEPOSITS AND REDEPOSITS
- The date by which payment of lump-sum deposits and redeposits must be made is a matter of agreement between the Agency and the Civil Service Commission and varies with the size of the payment. The Office of Personnel will supply this information in connection with each application.

#### 4. VOLUNTARY CONTRIBUTIONS

If the operating office concerned interposes security objections to an employee submitting Standard Form 2804, Election to Make Voluntary Contributions, directly to the Civil Service Commission, the application will be forwarded to the Office of Personnel for secure handling.

#### 5. DESIGNATION OF BENEFICIARY

Standard Form 2808, Designation of Beneficiary, will be executed by an unvouchered employee in the manner specified in [ ]. The original will be retained in the Finance Division, Office of the Comptroller, until the employee leaves the Agency or transfers to vouchered funds. If the employee transfers to vouchered funds, the form will be transferred from the Finance Division to the Fiscal Division, Office of the Comptroller, for retention while the employee remains on vouchered funds.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
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4B